

13 November 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 13 November 1975

I. Highlights of activities for this Division for this week are as follows:

A. C/SRB briefed the panel of personnel developing the DDS&T Management Information and Control Systems, MIACS, on the personnel data currently available in Personnel's computer systems.

25X1 B. Mr. [ ] ODDA, was given the tabulation of fitness report ratings by sub-career service panel for the Admin Career Service. Mr. McMahon had questioned him on some of the variances between the FR ratings and other data within their Annual Personnel Plan.

25X1 C. Mr. [ ] OTR, was given a copy of the OTR Staffing Complement as of 9 November. The copy was made from a microfilm copy of the S/C which is produced each pay period.

D. On Monday morning, 10 November, TRB personnel found actions on the floor of the vaulted area, 5E03. Investigation<sup>6</sup> what had happened in the room over the weekend disclosed that on Saturday, 8 November, the air conditioning unit in 5E03 (TRB/Position Control Section) failed. As a result, the room was flooded and there was considerable water damage to the 4th floor. It took building maintenance 25-30 minutes to vacuum all the water from the room. Security failed to notify TRB that uncleared personnel entered the vaulted area. We learned further that O/Security had no personnel available to monitor the situation; a cleared staff employee of the Building Engineering Branch accompanied the GSA people who cleaned the room.

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E. C/TRB and C/Files Section assisted Mr. [ ] OJCS/Admin in discussing leave records and compensatory time with a deaf employee who recently eod'd. The employee had limited sign language and thus, communication was difficult. The Agency will contact Internal Revenue Service, his last employer, to verify his leave records to determine whether his compensatory time was recorded-- [ ] is checking to see if compensatory time is transferable between government agencies.

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F. TRB/Position Control Section received 16 boxes of Pay Change Notification cards of which 6 boxes are by alpha for the File Room and 10 boxes are by organization and will be mailed out in the near future.

G. TRB/Position Control Section received 98 OTS conversions from contract to staff effective 9 November 1975.

H. The Files Section's Records Center inventory was started this week.

I. Mr. [ ] is checking with the Office of Logistics on whether they can get International Computer Products of Dallas Texas to <sup>RELEASE TO</sup> the Agency the documentation and parts necessary to enable the modification of the one Quindata machine in Status Unit that remains to be adjusted. The former President of Quindata Corp. is currently employed by IPC.

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J. TRB will be meeting with representatives from Finance/ Payroll to discuss procedures re implementation relating to WGI's which an employee earns prior to separation being included in the lump sum payment although it could not be made effective until the pay period after separation. CIA is obligated to do this per Federal Personnel Manual Reg. The subject of processing WGI for employees in IWOP status within specific time frames will also be discussed once again--payroll had agreed to process them since October 1973, but TRB finds that it is not being done.

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K. Qualifications Analysis Branch activities:

1. 34 Biographic Profiles were updated;
2. 60 Biographic Profiles were furnished "As Is";
3. 1 Employee File (7 lines) was coded;
4. 368 Cases (1,050 lines) - Coding updated;
5. 59 Language data record forms were coded and posted to the language roster;
6. 3,720 Sheets were xeroxed.

7. DDI/OCI was furnished "As Is" biographic profiles covering 58 employees with Mid East background and writing ability.

8. DDA/OTS asked for names of all OTS employees with engineering degrees and Russian language proficiency. There were none. QAB gave OTS names of all OTS employees (8, of whom 3 were retired OTS employees) with Russian language proficiency.

9. In answer to a request from the OTR Language School, QAB advised there are no Thai speakers with a proficiency above the intermediate level. OTR was not interested in anyone with an intermediate proficiency level.

10. Mr. [REDACTED], DDO/EA, was interviewed by C/CD on 7 November and reviewed a clear-text printout of Mr. [REDACTED] own data as shown in the Agency's Personnel Qualifications Records System. Mr. [REDACTED] purpose was to ascertain if his office could utilize the QAB data in terms of employee assignments against certain target personalities. Mr. [REDACTED] was advised to contact Mr. [REDACTED] QAB, for a more in-depth briefing and assistance.

L. [REDACTED] RAO/OP, attended a meeting on 4 November with several members of IPS/ISAS; FMO/RAB/ISAS, and other RMO's regarding solicitation of SSN's. The RMO's presented to IPS/ISAS comments from their components for the continuing use of or deletion of SSN on forms currently in use. Ms. Pat [REDACTED] IPS/ISAS, and Ms. [REDACTED] FMO/RAB/ISAS, will prepare recommended statements which will be forwarded to OGC for further review and then returned to the component for any changes and/or confirmation. The approved statements will either be printed on the form or an attachment explaining the use of SSN in accordance with P.L. 93-579, Privacy Act of 1974.

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1. O/Security is requesting the SSN to remain on the following forms and it is expected that the SSN will be mandatory: Form 444, Personal History Statement; Form 444Q, Applicant Qualifications Statement - Part II; and Form 444K, Personal History Supplement - Intention to Marry. Attached is a copy of the statement which will be printed on Form 3611, Applicant Information Sheet II.

2. OP/RAD and VIP forms which presently request the SSN for use by O/Finance for tax purposes are being reviewed--IPS/ISAS is checking with O/Finance to determine if it is necessary that the SSN remain on the forms.

M. Reassignment: Ms. [ ] Personnel Clerk, QAB is reassigned to OP/SPD and will report 17 November. Her replacement, Ms. [ ] reported to QAB on 12 November.

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N. Special Projects Report

Activity (1) - SSC	Assignment profile of GS-15's and above personnel by Directorate (Replies to 6 questions)
Activity (2) - SSC	Updating of Details In and Out
Activity (3) - SSC	[ ]
Activity (4) - SSC	Special Search (3 companies and names)
Activity (5)	White House [ ]

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Branch: SRB

Personnel  
Activity (1)

Hours
12
9
20
6

Grade
GS-13
GS-12
GS-07
GS-04

(FYI: Activity (1) required  
a total of 186 hours of  
SRB time.)

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N. Special Projects Report cont.

Branch: SRB

Personnel	Hours	Grade
Activity (2)	12	GS-12
Activity (3)	1	GS-12
Activity (4)	3	GS-09
	4:30	GS-07
	7	GS-06
	3:30	GS-05
	2	GS-04
Activity (5)	:45	GS-07
	3:30	GS-06
TOTAL	<u>84:15</u>	

II. Anticipated goal for the next week:

A. A request will be sent to OJCS asking for the CAPER/OP project to be implemented before the end of FY 76. CAPER/OP is the case processing of applicants and it includes Staff and Contract personnel. The CAPER project had been designed and was ready for programming in June 1972 when it was sidelined in lieu of PERSIGN and STAFFING. It will require an estimated 3 man-months of OJCS time to complete the first phase which will replace the current SIPRO (Security In-Process) project.

  
Chief, Control Division

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Attachment: As stated herein.

Distribution:

Orig & 1 - Addressee  
1 - DD/Pers/P&C  
1 - C/PMCD

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